



Juvenile Community Service

Community service hours MUST be completed at one of the non-profit or governmental organizations approved by the Cedar Park Municipal Court.

A list of these approved organizations is attached to this notice, as well as a brief description of the type of work available. A contact name and telephone number is provided for most agencies. Please read through the list carefully, as each agency may have different requirements. Community service hours that are performed at an agency other than those approved by this Court may be denied.

Be advised that the Court will verify all community service hours.

Also attached to this notice is the Community Service Time Log. The log **must** reflect each date that community service hours were performed, the name of the organization, a description of the work, the number of hours performed that day, and **must** be signed by the approved supervisor and include the organization's telephone number. You are required to bring the completed form back to court on or before the date ordered. You may fax to 512-259-9796 or email to josephine.rodriguez@cedarparktexas.gov.

All defendants performing community service will be expected to comply with all rules and regulations of the agency where the hours are being performed. Disrespectful behavior or vulgar language will not be tolerated, and appropriate attire must be worn. **Failure to comply with the agency's policies could result in a denial of community service.**

This packet and list of resources can also be found in the Juvenile section of the Municipal Court website at <http://www.cedarparktexas.gov/index.aspx?page=232>. If you have any further questions you may contact me at the contact information listed below.

Regards,

Josephine Rodriguez
Juvenile Case Manager
Cedar Park Municipal Court
512-260-4328

josephine.rodriguez@cedarparktexas.gov



IMPORTANT NOTICE: Juvenile non-traffic records are confidential. Information regarding Juvenile cases cannot be given over the phone or via email unless it is from a number/address already provided to the Court. Otherwise, the Juvenile and/or parent must appear at the Cedar Park Municipal Court with photo identification to obtain further information about their case, OR submit a signed (manually or electronically by typing your full name) request and photo identification.

Hours - Due by _____



According to the conditions of your order, you are responsible for completing community service. This form is to provide verification of those hours. **If each section is not completed fully, the community service hours will not be accepted.**

<u>FOR COURT USE ONLY:</u>	
Date hours verified:	Date stamp received:
Notes:	

APPROVED JUVENILE COMMUNITY SERVICE PROVIDERS

<p><u>Williamson Co. Animal Shelter:</u> <i>(Must be 16 & older, if younger than 18 a parent or guardian signature is required before service)</i> 1855 SE Inner Loop Georgetown, TX 78626 Contact: Linda Gunter 512-943-3322</p>	<p><u>Central Austin Youth League</u> <i>(Ages 12 & up - No theft or assault)</i> 2201 Riverview Street Austin, TX 78702 Contact: David Rodriguez 512-496-1557 Mon-Sun. 8am - 8pm <i>*Call for appointment. Available until June 2017</i></p>	<p><u>Open My World Therapeutic Riding Center</u> <i>(13 & older; No animal cruelty, theft or violent offenses)</i> 1020 CR 270 Leander, TX 78641 Contact: Donna Roland 512-259-6665 <i>*must call for appointment</i></p>
<p><u>Neighborhood Sports</u> <i>(No violent offenses, 16 & older)</i> Call for location and scheduled time. 512-918-3524</p>	<p><u>Creative Action Project:</u> <i>(No theft or violent offenses)</i> 2921 E. 17th St. Building B Austin, TX 78702 512-442-8773 Mon.- Fri. 9am - 5pm Best way to contact is by email at: volunteer@creativeaction.org Please provide: name, age, # of hours, & due by date</p>	<p><u>Central Texas American Youth Football League</u> <i>(No violent offenses)</i> Availability only from June - December Contact: Earl Lee at: 512-844-2427 for locations in Cedar Park and Leander</p>
<p><u>Reveal Resource Center</u> Located at: Twin Lakes Fellowship 1150 S. Bell Blvd Cedar Park, TX 78613 512-981-7721 Monday & Tuesday – 9 am to 1pm</p>		
<p><u>Life Steps:</u> <i>(No age requirement)</i> 2021 North Mays Street, Suite #500 Round Rock, Texas 78664-2155 512-246-9880 Contact: Jenee Coleman Hours: M-F: 8am - 5pm</p>	<p><u>Lifelong Friends Pet Adoption</u> <i>(No theft or cruelty to animals, 16 & older only – under 18 parent required)</i> 20803 FM 1431 Lago Vista, TX 78654 512-267-6876 Sun: 2-6 pm Contact: Andrea</p>	<p><u>Habitat for Humanity Restore</u> <i>(No theft or assault, ages 16 & older. Ages 16-17 parent is required)</i> 500 W Ben White Blvd Austin, TX 78704 512-478-2165 Mon-Saturday 9am-8pm</p>
<p><u>Travis County Rural Community Centers</u> <i>(No theft or assault / ages 15 & up)</i> 8656 W Hwy 71 # A Austin, TX 78735 512-854-2130 Mon-Friday 8am-5pm <i>*Maximum 4 hours a day</i></p>	<p><u>Goodwill Industries of Central Texas</u> <i>(16 and older)</i> Variety of locations available. 75 Brushy Creek /249-5300 1911 N. Bell / 259-4392 2729 E. Whitestone Blvd./ 681-3349 2051 Cypress Creek Rd / 258-7081</p>	<p>*Community Service may be performed at your school <u>ONLY IF APPROVED BY THE SCHOOL.</u> Please check with your school for opportunities. <u>*This Court will NOT consider attending class as community service performed*</u></p>

Please be sure that the Supervisor signs the log sheet AND provides a contact number.

****All hours will be verified****

Juvenile Community Service Provider / Job Descriptions

Lifelong Friends Pet Adoption

Clean litter boxes, kennels and other duties assigned. Must sign up for 2 or more hours per day.

Travis County Rural Community Centers:

Organizing the clothing closet/food pantry, and making food packages for families, and picking up trash inside and outside of the agency. *Must be mature and able to work independently with little supervision.

Williamson Co. Animal Shelter:

Work is assigned each day by staff including cleaning kennels/ yards, doing laundry and/or dish duties.

Habitat for Humanity Restore:

Work will include customer service (selling, answering questions, helping customer load product onto carts), pricing, stocking and organizing merchandise, cleaning and answering the phones.

Creative Action Project

Data Entry, administrative duties such as filing and sorting, prep work for in the classroom programming (making bracelets, booklets, etc.).

Central Austin Youth League:

Duties will consist of grounds keeping activities such as picking up trash around the park.

Goodwill Industries of Central Texas

Ages 16 and older have the option of working in the Goodwill retail stores or on a service project.

http://www.austingoodwill.org/volunteer/community_service_hours.html

Open My World Therapeutic Riding Center

Work will involve grounds keeping, painting, fence repairs and raking leaves. Ages 13 and under may work with the petting zoo animals. Ages 15 and older may be asked to help with direct care of horses.

Neighborhood Sports

Work will involve picking up trash, working with soccer leagues and a variety of misc. work.

Life Steps

Work will consist of janitorial duties.